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10 APR 1995

Ms. Phyllis D. Hunter
12213 Sutton Estates Dr.
Jacksonville, FL

Dear Ms. Hunter:

Thank you for your interest and application to participate on the NAS Jacksonville Restoration Advisory Board (RAB).

We received numerous applications for community positions on the RAB. Our thanks to our selection committee of Mr. John Barnard, Dr. Del Delumyea, and Mr. Gerald Young. The selection was a demanding task because of the level of interest and the high quality of the applicants. Our goal was to select persons who would represent the diversity of our community.

We recognize the importance and benefits of community involvement in the environmental cleanup program. The RAB is another means for our community to provide comments at each stage of the program.

Enclosed are the meeting minutes for the first RAB meeting on March 22, 1995. We distributed the RAB book, discussed expectations, and scheduled the next meeting for April 18, 1995. The meeting will be held at the Religious Education Center, Building 749 from 7:00 to 9:00 p.m. Building 749 is located behind the Chapel parking lot on Birmingham Avenue, east of the Mustin Road intersection. We will review the roles and responsibilities of the RAB, establish a mission statement, membership policies, and ground rules. We will also finalize dates for future meetings and a windshield tour of the sites.

If you cannot attend the April meeting, or have comments or questions, please contact Diane Lancaster at 772-2717 extension 119, or Fred Milton, Public Affairs Office, at 772-4032.

Sincerely,

D. R. LANCASTER
GS-12, Installation Restoration Manager
By direction of the Commanding Officer

Enclosure

SAME LTR SENT TO ALL RAB MEMBERS

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**Restoration Advisory Board
NAS Jacksonville
Meeting Minutes
Wednesday, March 22, 1995**

The first regularly scheduled meeting of NAS Jacksonville's Restoration Advisory Board (RAB) was held at 7 p.m. on Wednesday, March 22, 1995. The following RAB members were present:

Diane Lancaster, Navy Co-Chair
Henry Anner
John Barnard
Martha Berry (EPA)
Bob Brody
Lyn Sidcum Brody
David Freas
Kevin Gartland
Dana Gaskins
Phyllis D. Hunter
Jerry Hyde
Margo Latham
Curtis McLemore
Edward Najmola
Peter Redfern
Jesse Tremaine
Mark Turnbull
Jerry Young

Support personnel present:

Jane Jordan, Facilitator, Funding Resources Inc.
Fred Milton, Environmental Public Affairs Officer, NAS Jacksonville
Laura Morey, St. John & Partners Advertising & Public Relations
Diane Provasi, St. John & Partners Advertising & Public Relations

Diane Lancaster, the RAB Navy Co-Chair, welcomed the new RAB members and gave an overview of the role of the RAB and the responsibilities of the Navy Co-Chair and Community Co-Chair positions.

Role of the RAB:

The role of the RAB is mandated by the Department of Defense (DOD) guidelines. The purpose of the RAB is to involve the community early in the installation restoration process so that cleanup will remain on schedule. RAB members have a responsibility to share the information they receive at RAB meeting with other members of the community, solicit their input and bring that input back to the RAB for consideration.

The Navy co-chair is selected by the commanding officer of the air station. The community co-chair is selected by the community members on the RAB. The Navy and community co-chairs are equals, jointly leading the RAB and ensuring appropriate issues are raised and discussed during RAB meetings. Details of each chairs' responsibility are outlined in the RAB notebook.

Introduction of the Facilitator

Diane Lancaster introduced Jane Jordan of Funding Resources as the RAB facilitator. The facilitator will be present for the first two meetings to help RAB members develop consensus building techniques.

Jane provided background information about herself, and then asked each of the members to introduce themselves and to share a personal item that only friends might know.

RAB Member Expectations

Members were asked to share what their expectations were of the RAB. Those thoughts included:

Wants the community as a whole to be satisfied with the cleanup effort by the Navy. Feels that Jacksonville is a responsible community, making major effort to take care of the environment. Is appalled by the "laziness" of other communities across the country.
-- Margo Latham, RAB Community Member

Feels that the RAB is responsible for making sure that the Navy is making an effort. Wants to "build a better mousetrap." Feels the RAB will help to get the cleanup rolling at a quicker pace. -- Henry Anner, RAB Community Member

Keep the Timuquana Club up-to-date on the restorations. -- John Barnard, RAB Member

Act as a teacher within the community and make contact with those who deal with environmental issues. Wants to expand his own network of contacts. -- Bob Brody, RAB Member/St. Johns River Water Management District

Wants to see past engineering practices (mistakes) corrected for future. -- Jerry Young, RAB Member/City of Jacksonville

Quicker, cheaper and better cleanups. -- Diane Lancaster, Navy Co-Chair

Keep things open to the community; public accountability with open agendas. -- Peter Redfern, RAB Member/ABB Environmental Services

Wants honest, open feedback from the community on the cleanup. Wants to cut down on the "lingo," as well as wants community to ask for explanations if they don't understand the "lingo." Wants to help people come to a consensus. -- Kevin Gartland, RAB Member/NAS Jacksonville

Facilitate communication to secure public support. -- Lyn Sidcum Brody, RAB Member/St. Johns River Water Management Division

Educate the public about the limitations of the engineers and the base. Keep the public informed and entertain innovative ideas for the cleanup process. -- Jesse Tremaine, RAB Member/ABB Environmental Services

Facilitate openness and ideas from the community. -- Phyllis Hunter, RAB Community Member

Jane Jordan distributed several handout, including the seven keys to successful collaboration: 1) A shared mission; 2) goals and objectives; 3) committed leadership; 4) structure; 5) diversity; 6) inclusion; 7) accountability.

Jane reviewed the definition of an advisory board and the responsibilities of an advisory board member. An advisory board is a voluntary group of individuals who were recruited to advise or support an organization. Their advocacy is considered crucial to the success of the organization and will enable the organization to carry out its mission more effectively and with greater community involvement.

The group took a 10 minute break. Upon regrouping, Jane Jordan asked the participants how they heard about the RAB opportunity. Members noted the advertisement in the *Florida Times-Union* and direct mail letters.

The group reviewed the orientation plan.

The group then discussed the next RAB meeting date and location. They determined the meeting will be Tuesday, April 18, 7 p.m. at the Base Religious Education Center (same location for this meeting). The group then discussed regular meeting dates of the second Tuesday of every month, with Thursday as an alternate for holidays.

Diane Lancaster reminded the group they needed to schedule the date of the windshield tour. They agreed to discuss possible dates during the next meeting. Diane also explained that the first public RAB meeting will be in June.

Jane Jordan explained the concept of a charter. Members were asked to think about what the charter should be for the RAB; to be determined at the next meeting.

Diane Lancaster gave her office number for those who need to contact her: 904/772-2717, ext. 119.

Laura Morey provided her office number for updates on RAB member bios: 904/281-2500, ext. 140.

Meeting adjourned at 9 p.m.